

# Student medical information policy

This policy applies to the whole school and is published to parents

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1. Medical information about individual students is required by the School to ensure the welfare, health and safety of all students at all times while at school or taking part in activities arranged by the School or by a third party appointed by the School.
2. Under the School's **standard terms and conditions**, parents are required to complete a medical questionnaire for each student on entering the School, and consent to the School Medical Officer or a GP partner examining the student at any time while at the School.
3. The Headmaster may at any time require a medical opinion or certificate as to the student's general health, which will be treated as set out in section 2 above.
4. Additional information sent by parents under separate cover, details of consultations with a student, and information provided by a healthcare professional will be kept confidential and will not be disclosed without express consent. The School Medical Officer will assess whether it is appropriate to seek such consent from the student or from his/her parents. In the absence of such consent, the School Medical Officer will only disclose information to the Headmaster where he/she deems it necessary in order to prevent death or serious injury to the student or a third party.
5. In order to ensure the health and safety of students participating in extra-curricular activities, parents are also required to advise the School of any change in the health of the student and to complete further medical questionnaires in connection with team sports and overnight school trips.
6. Information provided by parents is deemed to have been disclosed to the School and may be discussed in confidence between the Headmaster and School Medical Officer or School Nurse without additional consent.
7. Where a student is involved in an incident or accident, details will be recorded on an official **accident report** and under certain circumstances, such reports have to be submitted to the Health and Safety Executive under RIDDOR (the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations).
8. Information provided under any of the above circumstances will be treated in accordance with the RGS **data protection policy**.
9. Information provided under sections 2, 3 and 4 above will be retained on the student's personal file, either as hard copy or in electronic form on iSAMS (the school database).

10. Information provided under section 5 above will be copied (either electronically or in hard copy) to the School Nurse and to those members of staff responsible for sport or other extra-curricular activities and retained by them until that activity has been completed. It will normally be carried by at least one member of staff involved in supervising the activity for the duration of that activity. If necessary such information will be provided to medical staff if requested in the case of medical assistance being required. If such information has to be disclosed to the operator or insurers for the trip, consent will first be sought from the student's parents.
11. Information regarding students will be retained for the following periods:
  - (a) For information provided under sections 2, 3 and 4 above, on the student's personal file until the end of the academic year following the student's 25<sup>th</sup> birthday.
  - (b) For information provided under section 5 above, until completion of the sport or activity, unless retained because there is any injury, claim or dispute arising from the student's participation in the activity, in which case information will be retained on the student's personal file as for 11(a) above.
  - (c) Accident report forms will be retained on a central file for three years (as required by law): where a student has been injured in an accident or there is any outstanding claim or dispute, the accident report will be retained on the student's personal file as for 11(a) above.